

# SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.

REGULAR BOARD MEETING,  
November 8, 2022 at 7:00 P.M.

Silverton Station # 1, 819 Railway Ave NE, Silverton, OR., 97381

## Join Zoom Meeting:

<https://us02web.zoom.us/j/81308440282?pwd=RjhORGZERzVkaEtlMWRPSlowRExqQT09>

Meeting ID: 813 0844 0282

Passcode: 315674

Dial in: 1(253) 215-8782 US (Tacoma)

### I. ROLL CALL:

Les Von Flue, President  
Stacy Palmer, Vice-President  
Rob Mengucci, Secretary-Treasurer

Ryan Bielenberg, Director  
Dixon Bledsoe, Director

### II. CALL MEETING TO ORDER:

### III. PLEDGE OF ALLEGIANCE:

### IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting of October 11, 2022

### V. OPEN FORUM

### VI. OLD BUSINESS:

a) Review Board Policies 201-207  
b) Chief Response

### VII. FINANCE OFFICER'S REPORT:

a) Check Summary  
b) Departmental Expense Report  
c) Bank Account Balance Comparison

### VIII. CHIEF'S REPORT:

a) Accuity LLC Audit Presentation  
b) Toy and Food Drive  
c) Strategic Plan Update  
d)

### IX. NEW BUSINESS:

a) Schedule Board Work Session  
b) Approve Fiscal Audit 2021-2022

**SILVERTON FIRE DISTRICT  
AGENDA**

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November 8, 2022 at 7:00 P.M.**

**Silverton Station # 1, 819 Railway Ave NE, Silverton, OR., 97381**

- X. ITEMS PENDING:**
  - a)
  
- XI. GOOD OF THE ORDER:**
  
- XII. ADJOURNMENT:**

# SILVERTON FIRE DISTRICT

## MINUTES

***DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION***

REGULAR BOARD MEETING 7:00 P.M. October 11, 2022  
Silverton Fire District Station #1 (Silverton)

### **I. ROLL CALL:**

Les Von Flue, President  
Stacy Palmer, Vice President  
Robert Mengucci, Secretary-Treasurer

Dixon Bledsoe, Director  
Ryan Bielenberg, Director

### **ABSENT:**

Robert Mengucci, Secretary-Treasurer  
Ryan Bielenberg, Director

### **IN ATTENDANCE:**

Chief Miles, Office Administrator Cantu, AC Grambusch, Deputy Chief Veit, FF Miller, FF Peterson, FF Hughes, Lt. Redman-Brown, BC Terhaar, FF Matteson, Brandon Hamilton

### **II. CALL MEETING TO ORDER:**

President Von Flue called the meeting to order at 7:00 p.m.

### **III. PLEDGE OF ALLEGIANCE**

President Von Flue led the group in the Pledge of Allegiance.

### **IV. APPROVAL OF MINUTES OF:**

#### **a) Board Work Session Minutes**

Director Bledsoe made a motion to approve the minutes of the September 12, 2022 board work session as written. Vice President Palmer seconded the motion. The motion carried unanimously.

*(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye)*

#### **b) Regular Board Meeting Minutes**

President Von Flue had objections to the wording of the minutes regarding the pledge of allegiance and the Boards agreement regarding participation in the SDAO Leadership Academy under Good of the Order. After discussion amongst the Board, President Von Flue withdrew his objections.

Director Bledsoe made a motion to approve the minutes of the September 13, 2022 board meeting as written. Vice President Palmer seconded the motion. The motion carried unanimously.

*(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye)*

### **V. OPEN FORUM:**

**a) Association Announcements**

*No announcements were provided.*

**b) Staff Announcements**

FF Miller congratulated Deputy Chief Veit on his recent promotion.

**VI. OLD BUSINESS:**

- a)** President Von Flue stated that he received a phone call from Secretary Treasurer Mengucci. President Von Flue stated Secretary Treasurer Mengucci wanted to relay the following on his behalf:

Secretary Treasurer Mengucci appreciates Chief Miles response in the matter of prior notification to the Board for signing checks over \$10,000. After his own investigation, Secretary Treasurer Mengucci could not recall where he read or heard this requirement nor could he locate it and apologized for the confusion. In regards to seeking reimbursement from Woodburn Ambulance for medical supplies used, Secretary Treasurer Mengucci appreciates Chief Miles response and realizes that the District may never fully recover supplies used. Secretary Treasurer Mengucci inquired whether Chief Miles was ever given the opportunity to respond to the Boards criticism of the recent hiring process and inquired as to why the District did not enlist outside candidates.

President Von Flue relayed to Chief Miles that a response wasn't required, but wanted to ensure that the opportunity was provided. Chief Miles replied that he would provide a response at the next meeting.

**VII. FINANCE OFFICER'S REPORT:**

- a) Check Summary**
- b) Departmental Expense Report**
- c) Bank Account Balance Comparison**

Vice President Palmer made a motion to approve the finance officer's report as presented. Director Bledsoe seconded the motion. The motion carried unanimously.  
*(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye)*

**VIII. CHIEF'S REPORT**

**a) Silverton Fire District's New Website**

Chief Miles expressed his appreciation with Office Administrator Cantu for her hard work developing the new website. The Board was given a brief review of the new website and agreed that the site was done very well and was user friendly. Chief Miles stated that the website is hosted by Streamline which was recommended by SDAO.

**b) Quarterly Newsletter**

Chief Miles was excited to announce the release of the newsletter and expressed his appreciation with Administrative Asst. Kate Tolmachoff. Chief Miles stated that volunteers and staff were given an opportunity to contribute to the newsletter as well as review it prior to release. Office Administrator Cantu stated that the response from the membership has been very positive and the newsletter would be published on the website in order to have all information, including quarterly reports, available to the public at the same time.

**c) Strategic Plan Posters**

Chief Miles expressed his appreciation with Office Administrator Cantu and Administrative

Asst. Tolmachoff with creating and designing Strategic Plan posters for each station throughout the District. Chief Miles stated that the poster displays the District's Mission, Vision, Values, and Strategic Goals.

**d) Board Handbook**

Chief Miles presented the Board with an updated and current board binder that included the board manual, Gov't Ethics Law, ORS 198 & 478, SDAO Board Member & Administrative Handbook, and Resource handouts. Vice President Palmer inquired if copies of updated policies would be provided to the Board. Office Administrator Cantu confirmed that updated policies would be provided electronically and paper form to each Director at Board Meetings.

**e) Final Audit Document**

Chief Miles presented the final audit document to the Board and provided a brief review. Chief Miles stated that CPA Kori Starrett from Accuity, LLC would give an audit presentation at the November board meeting. President Von Flue inquired about the auditors comment regarding credit card usage. Office Administrator Cantu replied that the auditors did not have any findings during their investigation to report but did suggest a stronger credit card use policy. Director Bledsoe inquired whether the audit would be available online. Office Administrator Cantu stated that the audit would be available to the public once the Board approved it. President Von Flue requested to add the topic to next month's meeting.

**f) EMS Supply Recovery**

Chief Miles reviewed the memo with the Board and asked if there were additional questions. After minimal discussion, the Board did not have any additional questions or concerns.

**g) Board Check Signing Response**

Chief Miles reviewed the memo with the Board and asked if there were additional questions. After minimal discussion, the Board did not have any additional questions or concerns.

**h) Hiring Announcement**

Chief Miles reported that the Recruitment & Retention position had been posted and advertised. Deputy Chief Veit stated that the District advertised the opening on the Daily Dispatch, the District website, Facebook, SDAO, 7 local agencies, internal membership, and Station 1 & 8 reader boards.

**i) Schedule Board Work Session**

Chief Miles suggested scheduling a work session to discuss upcoming Strategic Plan goals and Standard of Cover options and expenses for budget consideration next fiscal year to ensure that everyone was on the same page. Chief Miles would like to meet in December and recommended multiple short work sessions but emphasized he would like a mutual decision regarding the Standard of Cover. President Von Flue suggested that Director Bielenberg and Secretary Treasurer Mengucci select the dates since they work shifts and recommended that Chief Miles get those dates by the next meeting.

**j) Operational Guidelines**

AC Grambusch stated that he was currently working on volunteer stipends, safety policies, and operational fire and EMS response on motor vehicle accidents. AC Grambusch stated this information would now be available in the newsletter every quarter.

**k) Training Report**

AC Grambusch reviewed information that was provided in the quarterly newsletter with the Board. Chief Miles reported that the District was hosting another EMR class open to internal and external fire districts once again, attendees are from the Silverton, Hubbard, and Mt. Angel fire agencies. Chief Miles stated that the District also had a Firefighter II class currently running on Monday evenings. Chief Miles commended the number of volunteers who have

achieved higher levels of accreditations and expressed how proud he was of the membership for their hard work and success.

**l) Call Response Data**

AC Grambusch reviewed the information that was provided in the quarterly newsletter with the Board.

**m) Recruiting/Retention Report**

Deputy Chief Veit reported that the District recently handed out recruitment bags and fire prevention material during Silverton Firefighters Association Spaghetti Feed and intended to distribute the same material during the Scotts Mills Firefighters Association Chicken Dinner. Deputy Chief Veit stated that Open Houses were scheduled at each station the week of October 17<sup>th</sup> from 5:30pm to 7:00pm. Deputy Chief Veit stated that the District would be serving hot dogs, giving station tours, distributing recruitment information, and fire prevention material. Deputy Chief Veit stated that he had been in contact with 20 potential candidates, 10 of those requesting station tours. Deputy Chief Veit expressed his appreciation for the volunteers who had participated in the first round of volunteer interview panels. Vice President Palmer stated there was an open presentation spot during the Chamber meeting on October 26<sup>th</sup> from 8:00am to 9:00am if the District was interested in giving a brief recruitment presentation. Director Bledsoe inquired as to whether the District had an ideal number of recruits and how active last year's recruits were. Deputy Chief Veit replied there wasn't a minimum number in mind but continuously remained proactive about volunteer interest and felt that the District was sitting pretty good for the 2023 Academy. Deputy Chief Veit continued that last years Academy volunteers remained active and involved in District events and trainings.

**n) Fire Prevention Report**

FF Hughes reported on The Compliance Engine, an internet cloud based third party service, which contractors who inspect, test and maintain fire protection systems use to submit their inspection reports for direct review by Silverton Fire District. FF Hughes stated that the District review and approve those submissions. This service facilitates an efficient review, tracking, and follow-up process with businesses and building managers to correct deficiencies and maintain systems. FF Hughes reported that the District had partnered with the Oregon Garden Resort for drills that focus on layout and target hazards or deficiencies. FF Hughes stated that the District continues to inspect childcare facilities in addition to partnering with the City of Silverton Building Department performing acceptance tests on new fire alarm systems at businesses. FF Hughes stated that the District recently did a walk through with the Oregon State Fire Marshal's Office at the Silverton Hospital reviewing and discussing fire escape routes during the new construction project.

Vice President Palmer inquired whether all pub ed events and activities could be available on the calendar so that the community could see how active the District was within the community. President Von Flue felt that inspection dates didn't need to be included on the calendar. Office Administrator Cantu reported that all activities were currently on the calendar as well as pub ed events, however, pub ed lacked specific detail due to security awareness, changes or cancellations. Chief Miles stated that specific data could be found in the quarterly newsletter that would reflect Vice President Palmers request. The Board was in agreement with Chief Miles solution.

**IX. NEW BUSINESS:**

**a) Board Policies**

President Von Flue suggested that the Board review Policies 201 through 207 and email Office Administrator Cantu with any corrections or changes before the next board meeting. Vice President Palmer recommended that any open position get advertised to internal and external

applicants. Chief Miles requested postponing any revisions regarding hiring since the District was in the beginning stages of moving towards a Civil Service system which would impact any policy changes. Chief Miles responded that due to the number of staff currently employed, the District is subject to Civil Service rules and was awaiting a return call from the District's attorney to begin the process of adopting those rules for the Silverton Fire District. Chief Miles stated that once the guidelines were formed they would need to be adopted by the Board. President Von Flue requested confirmation by the next board meeting as to whether or not the current hiring policy would be impacted by Civil Service rules and encouraged the Board to proceed with emailing the Office Administrator with any recommended changes or corrections.

**X. ITEMS PENDING:**

*No discussion of pending items at this meeting.*

**XI. GOOD OF THE ORDER:**

Vice President Palmer commended Chief Miles for the work on the website and inquired whether an update on Strategic Goals could be given each month. After discussion amongst the Board, it was decided that a monthly update would be available to the public on the website and an update given at each board meeting. President Von Flue stated that this decision could be revisited if it became cumbersome.

President Von Flue expressed his appreciation for the work put into the newsletter and website and was impressed with the design. President Von Flue congratulated Chief Miles and the staff for their hard work.

**XII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 8:23 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
President

Minutes recorded and prepared by Candace Cantu

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: candace  
 Printed: 11/4/2022 8:22 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
199801	6091838 9094	ACCUITY, LLC AUDIT BILL FOR YR ENDED 6/30/22	10/12/2022	3,500.00
			Total for Check Number 199801:	3,500.00
199802	001098 10974	ADVANCE DESIGN SYSTEMS, INC. IT SUPPORT - SEPTEMBER	10/12/2022	1,285.00
			Total for Check Number 199802:	1,285.00
199803	6091910	AMAZON CAPITAL SERVICES	10/12/2022	
	1VQ6-MNV7-N7VQ	PELICAN FLASHLIGHTS/T419 & L408		410.00
	1VQ6-MNV7-N7VQ	FLAG KITS		119.90
	1VQ6-MNV7-N7VQ	9"CUTTING BLADE FOR E485		45.95
	1VQ6-MNV7-N7VQ	ADHESIVE REMOVER FOR SHOP		30.77
	1VQ6-MNV7-N7VQ	24 CT BLACK BALLPOINT PENS		6.52
	1VQ6-MNV7-N7VQ	ROLODEX/BUS CARD HOLDER FRONT DE		19.90
	1VQ6-MNV7-N7VQ	BALLPT PENS FOR OFFICER'S RM 144-CT		11.68
	1VQ6-MNV7-N7VQ	INDEX CARD DIVIDERS		4.89
	1VQ6-MNV7-N7VQ	CHAINSAW STARTER HANDLE		13.97
	1VQ6-MNV7-N7VQ	CHAINSAW STARTER HANDLE		13.97
	1VQ6-MNV7-N7VQ	IFSTA FIRE & EM SVS COMP OFR BOOK		83.99
	1VQ6-MNV7-N7VQ	POSTER FRAMES/STR. PLAN		264.58
	1VQ6-MNV7-N7VQ	TELEPHONE STAND		19.61
	1VQ6-MNV7-N7VQ	3-RING BINDERS FOR BOARD MANUALS		58.90
	1VQ6-MNV7-N7VQ	SHARPIE BLACK MARKERS		7.78
	1VQ6-MNV7-N7VQ	CLEAR POLY POCKET ENV'S FOR BOARD 1		7.99
	1VQ6-MNV7-N7VQ	LABEL TAPE		18.49
	1VQ6-MNV7-N7VQ	BLUE EXPO MARKERS		17.08
	1VQ6-MNV7-N7VQ	PACKING TAPE		22.98
	1VQ6-MNV7-N7VQ	10-TAB DIVIDERS FOR BOARD MANUAL B		32.58
	1VQ6-MNV7-N7VQ	COLORED COPY PAPER		22.48
			Total for Check Number 199803:	1,234.01
199804	6091912 SFD 22-09	BRASS ROOTS TRAINING SOLUTIONS TRAINING: MONTH OF SEPTEMBER	10/12/2022	1,600.00
			Total for Check Number 199804:	1,600.00
199805	010185	CARDMEMBER SERVICE	10/12/2022	
	1139	NEW SPEAKER MICS (4)		79.92
	1139	PAGER EQUIPMENT		247.00
	2503	CONFLAG FOOD		23.09
	2503	ZOOM SUBSCRIPTION		14.99
	2503	POSTAGE FOR DPSST		1.92
	2503	SUPPLIES FOR T419		8.78
	2675	CALLCENTRIC-SEPT		19.80
	2675	REHAB SUPPLIES		109.64
	2675	PSWD PROTECT		60.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2675	SERVICE PINS		309.50
	2675	CALLCENTRIC/AUG		20.00
	2675	CALLCENTRIC/AUG		19.80
	2675	CALLCENTRIC-SEPT		20.00
	3400	FIRE PREV MONTH SUPPLIES		824.00
	3400	FIREFIGHTER BADGES		140.00
	3400	FIRE PREV MONTH SUPPLIES		305.95
	4845	HOSE CLAMP ST 1 FUEL TANK		35.17
	4845	SOLENOID B417		104.76
	8105	ZOOM SUB/CANTU		14.99
	9000	HAIX BOOTS		364.95
	9000	HAIX BOOTS		364.95
	9000	DICKIES UNIFORM PANT (3)		104.97
	9000	TURNOUT CLEANER		53.69
	9000	REMOTE CONTROL FOR WEBCAMS ST 1		51.98
	9000	GOLD BUGLE PINS (6)		56.79
			Total for Check Number 199805:	3,356.64
199806	010172	CARSON OIL COMPANY	10/12/2022	
	CP-00407967	ACCT 1888775		1,487.51
	CP-00409779	FUEL FOR C401		81.23
	CP-00409779	FUEL FOR S423		235.89
	CP-00409779	FUEL FOR S413		37.12
	CP-00409779	FUEL FOR D411		63.75
	CP-00409779	FUEL FOR S414		33.20
	CP-00409779	FUEL FOR C482		161.06
	CP-00409779	FUEL FOR 0400		57.51
	CP-00409779	FUEL FOR 412		163.71
	CP-00409779	FUEL FOR C402		91.29
	CP-00409779	FUEL FOR S413		22.22
	CP-00409779	FUEL FOR S434		155.58
	CP-00409779	FUEL FOR 0400		34.96
			Total for Check Number 199806:	2,625.03
199807	096998	CITY OF SILVERTON	10/12/2022	
	5.05070.0	WATER USAGE AT STAT. 1 - SEPTEMBER		256.75
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY - SEPTI		54.74
	5.05072.6	WATER USE: STAT. 1 SPRINKLERS - SEPTI		147.71
			Total for Check Number 199807:	459.20
199808	033975	GRAINGER	10/12/2022	
	9456382564	CLEANING SUPPLIES, CUSTODIAL ST 1		182.97
	9456382580	CUSTODIAL ST 1		99.75
			Total for Check Number 199808:	282.72
199809	097300	HI-SCHOOL	10/12/2022	
	1-219687 I	T419 SEALANT SUPPLIES		9.77
	1-224928 I	T419 REPL PLUG		1.99
			Total for Check Number 199809:	11.76
199810	120185	MARK ZEITZER	10/12/2022	
	QTR 3/2022	QTRLY PAYMENT JUL-SEPT 2022		125.00
			Total for Check Number 199810:	125.00
199811	073800	NW NATURAL	10/12/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2980399	STAT. 1 SERVICE DATES 9/6-10/5		51.91
			Total for Check Number 199811:	51.91
199812	6091861 30485	OREGON COMMERCIAL TIRE TIRE ROTATION B437	10/12/2022	174.00
			Total for Check Number 199812:	174.00
199813	070600 10822	PAUL SCOTT MATHAE SIGNAGE FOR ADMIN OFFICES	10/12/2022	65.00
			Total for Check Number 199813:	65.00
199814	081050 245947	PAUL'S POWER EQUIPMENT AND WO 20" CHAINS (3)	10/12/2022	100.00
			Total for Check Number 199814:	100.00
199815	012100 S96223 S96223	RADIO COMMUNICATIONS SERVICE, KENWOOD BATTERIES (6) KENWOOD MICS (6)	10/12/2022	373.80 428.40
			Total for Check Number 199815:	802.20
199816	092090	REPUBLIC SERVICES #456 STAT. 8 GARBAGE SERV. 9/1-9/30 STAT. 1 GARBAGE SERV. 9/1-9/30	10/12/2022	43.22 182.25
			Total for Check Number 199816:	225.47
199817	096976 694839 695352 696359 696562 696914 697384 697476 698587 699185 699185 856-455756 9192022	SILVER CREEK AUTO PARTS, INC. BUMPER LIGHT RELAYS B437 OIL ABSORB ADHESIVE CLEANER/SHOP PREMIX FUEL/SHOP TIRE FOAM OIL (STOCK), PUMP MOTOR FILTERS-ALL. HI TEMP PAINT B407 REP PLUG T419 C482 BATTERY FRONT BRAKES 421 & BRAKE CLEANER WEATHER STPG COMP DOOR E415 PYMT ADJ	10/12/2022	54.51 285.88 29.99 129.23 21.18 314.33 17.87 1.36 279.88 305.65 28.20 0.02
			Total for Check Number 199817:	1,468.10
199818	6091943 S178821	STOMMEL INC SAFETY SWITCH C482	10/12/2022	341.85
			Total for Check Number 199818:	341.85
199819	119000 695895/3 696346/3	WILCO REPL FUEL PUMP ST 1 WAREHOUSE WATER LINE EXT PARTS ST	10/12/2022	918.00 86.67
			Total for Check Number 199819:	1,004.67
199820	034015 9/25-10/13 RL 9/25-10/24 ST1 9/25-10/24 ST3	ZIPLY FIBER 503-001-0586-110204-5 503-873-2805-070997-5 503-873-3190-062193-5	10/12/2022	27.30 194.39 61.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9/25-10/24 ST8	503-873-6215-090168-5		85.87
	9/25-10/24 ST9	503-873-5645-012395-5		61.70
	9/25-10/24 STA2	503-873-5097-071291-5		69.02
Total for Check Number 199820:				499.98
Total for 10/12/2022:				19,212.54
199832	068535	911 SUPPLY INC	10/26/2022	
	INV-1-26344	UNIFORM PATCHES		271.52
	INV-1-26500	UNIFORM PATCHES		66.00
	INV-1-26501	UNIFORM PATCHES		6.00
Total for Check Number 199832:				343.52
199833	010172	CARSON OIL COMPANY	10/26/2022	
	CP-00413270	FUEL FOR S413		65.43
	CP-00413270	FUEL FOR U432		53.96
	CP-00413270	FUEL FOR S434		163.71
	CP-00413270	FUEL FOR 0400		37.04
	CP-00413270	FUEL FOR C482		176.77
	CP-00413270	FUEL FOR C401		59.72
	CP-00413270	FUEL FOR 421		131.89
	CP-00413270	FUEL FOR S423		187.34
	CP-00413270	FUEL FOR 412		247.87
	CP-00413270	FUEL FOR D411		90.29
	CP-00413270	FUEL FOR S434		27.03
Total for Check Number 199833:				1,241.05
199834	6091905	CORPORATE SECURITY SERVICES INC	10/26/2022	
	43539	D. HOAGLAND PRE-EMPLOY BACKGRND		63.50
	43540	I KUENZI PRE-EMPLOY BACKGRND CK		63.50
	43541	K. SCHURTER PRE-EMPLOY BACKGRND C		63.50
Total for Check Number 199834:				190.50
199835	6091944	CRAIG WALKER COMMUNICATIONS I	10/26/2022	
	1795	NEWswire & MESSENGER SERIVCES SEP		235.00
Total for Check Number 199835:				235.00
199836	6091940	DIGITAL DEPLOYMENT INC	10/26/2022	
	8A7B001D-0001	WEB MIGRATION SVS FEE AUG 30-NOV 1,		250.00
Total for Check Number 199836:				250.00
199837	033000	GOVERNMENT ETHICS COMMISION	10/26/2022	
	AIE17150	GOV ETHICS COMM ASSESSMENT 7/1/22-		548.82
Total for Check Number 199837:				548.82
199838	033975	GRAINGER	10/26/2022	
	9466439966	WL FIRE HELMETS (4)		297.52
	9468147559	JANITORIAL ST 1		97.93
	9469313861	BLDG MAINT/RR ST 1		23.30
	9474451540	GREEN SIGN POSTS		137.90
Total for Check Number 199838:				556.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
199839	037800 367 61	HOME PLACE MT ANGEL BARN FIRE REHAB PUB ED LUNCH	10/26/2022	108.35 61.85
Total for Check Number 199839:				170.20
199840	035075 1	HRA VEBA TRUST YA462 HRA/VEBA: OCT	10/26/2022 PR Batch 00003.10.2022 YA4	1,600.00
Total for Check Number 199840:				1,600.00
199841	6091891 602149	KILLERS PEST CONTROL SALEM PEST CONTROL SERVICE OCTOBER	10/26/2022	145.00
Total for Check Number 199841:				145.00
199842	091893 0796603 0796603	LIFEMAP ASSURANCE CO. LIFEMAP: EMPLOYEE CONTRIB.: NOV AD&D/LIFE INS. EMPLOYER CONTIB: NOV	10/26/2022 PR Batch 00003.10.2022 LIF1 PR Batch 00003.10.2022 ADd	48.75 67.10
Total for Check Number 199842:				115.85
199843	072925 FY202223-1082	METCOM 9-1-1 DISPATCH SERV. FEE FOR OCT 2022	10/26/2022	7,581.30
Total for Check Number 199843:				7,581.30
199844	6091901 661372	PACIFIC OFFICE AUTOMATION (SALE COPIER-MONTHLY USAGE OVERAGE 9/7-1	10/26/2022	222.96
Total for Check Number 199844:				222.96
199845	6091896 5022283144	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 450-0027766-000 11/1-11/30	10/26/2022	179.01
Total for Check Number 199845:				179.01
199846	070600 10831	PAUL SCOTT MATHAE OPEN HOUSE SIGNS - ALL STATIONS	10/26/2022	175.00
Total for Check Number 199846:				175.00
199847	081050 246030	PAUL'S POWER EQUIPMENT AND WO E415 CHAINSAW REPAIR & TUNE UP	10/26/2022	213.51
Total for Check Number 199847:				213.51
199848	065870 0221456-IN	PETRO CARD BULK DIESEL FUEL - ST 1	10/26/2022	1,249.65
Total for Check Number 199848:				1,249.65
199849	083200 0074320000 2603340000 3700411000 5974190000 8950420000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 9/8-10/6 STAT. 1 ELECTRIC SERV. 9/2-10/4 STAT. 3 ELECTRIC SERV. 9/8-10/6 STAT. 9 ELECTRIC SERV. 9/8-10/6 STAT. 2 ELECTRIC SERV. 9/8-10/6	10/26/2022	129.31 29.42 52.37 31.20 1,075.68
Total for Check Number 199849:				1,317.98
199850	6091945 1067	RANDY MAXWELL REFL VINYL STICKERS FOR E485, S413, E4	10/26/2022	180.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 199850:	180.00
199851	094000	ROTH'S FRESH MARKETS	10/26/2022	
	49	GROCERY FOR ASSOC MTG		112.50
	503	GROCERY FOR ASSOC MTG		12.96
			Total for Check Number 199851:	125.46
199852	098720	SDIS	10/26/2022	
	03-0052823	MEDICAL: EMPLOYEE CONTRIB.: NOV	PR Batch 00003.10.2022 MEI	1,492.26
	03-0052823	MEDICAL: EMPLOYER CONTRIB.: NOV	PR Batch 00003.10.2022 MEI	13,430.22
	03-0052823	LTD: EMPLOYER CONTRIB. : NOV	PR Batch 00003.10.2022 LTD	235.76
	03-0052823	COBRA PREMIUM C. MILES: NOV		756.43
			Total for Check Number 199852:	15,914.67
199853	016515	AUDITS DIVISION SECRETARY OF ST:	10/26/2022	
	PER ACCUIRY LTR	ON ACCOUNT-SUMM OF REVS AND EXPS		250.00
			Total for Check Number 199853:	250.00
199854	6091908	STANDARD ELECTRIC, INC	10/26/2022	
	22-908	EXTERIOR LIGHTING MAINT/REPAIR ST 8		225.00
	22-909	AERIAL LIGHTING MAINT/REPAIRS ST 1		817.58
			Total for Check Number 199854:	1,042.58
199855	027039	SUN LIFE FINANCIAL	10/26/2022	
	930943	930943 LIFE INS. PREMIUM: NOV		411.73
			Total for Check Number 199855:	411.73
199856	112435	VERIZON WIRELESS	10/26/2022	
	9917188253	E. GRAMBUSCH CELL SERV.: 10/2-11/1		41.69
	9917188253	K. VEIT CELL SERV.: 10/2-11/1		41.69
	9917188253	K. MILLER CELL SERV.: 10/2-11/1		41.69
	9917188253	M. HUGHES CELL SERV.: 10/2-11/1		41.69
	9917188253	C. CANTU CELL SERV.: 10/2-11/1		41.69
	9917188253	B. MILES CELL SERV.: 10/2-11/1		41.69
	9917188253	I. PETERSON CELL SERV.: 10/2-11/1		41.69
	9917188253	482 IPAD SERV.: 10/2-11/1		40.01
	9917188253	401 IPAD SERV.: 10/2-11/1		40.01
	9917188253	415 IPAD SERV.: 10/2-11/1		40.01
	9917188253	407 IPAD SERV.: 10/2-11/1		40.01
	9917188253	423 IPAD SERV.: 10/2-11/1		40.01
	9917188253	485 IPAD SERV.: 10/2-11/1		40.01
	9917188253	405 IPAD SERV.: 10/2-11/1		40.01
	9917188253	411 IPAD SERV.: 10/2-11/1		40.01
			Total for Check Number 199856:	611.91
199857	6091829	WAVE	10/26/2022	
	10/12-11/11	056639301-0008873 CONV. BOX		80.64
			Total for Check Number 199857:	80.64
199858	119000	WILCO	10/26/2022	
	696666/3	POSTS, CLIPS FOR SIGNAGE		65.98
			Total for Check Number 199858:	65.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
199859	119609 2210-686546	WITHERS LUMBER CLEAR VISQUEEN - K.SMITH	10/26/2022	141.95
Total for Check Number 199859:				141.95
199860	232118 65835	WURDINGER MANUFACTURING & FA E416 HOSE & FIT'GS DRIVER SIDE	10/26/2022	70.09
Total for Check Number 199860:				70.09
199861	6091942 034519	WYATT TEGEN RITE AID - CLEANING ITEMS ST 1	10/26/2022	33.86
Total for Check Number 199861:				33.86
Total for 10/26/2022:				35,264.87
Report Total (50 checks):				54,477.41

# General Ledger

## Expense vs Budget with Encumbrances

User: candace

Printed: 11/04/22 14:50:16

Period 01 - 04

Fiscal Year 2023

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 702,000.00	\$ 206,747.95	\$ 495,252.05	70.55%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,300.00	\$ 20,317.43	\$ 5,982.57	22.75%
25-1-51004	SOCIAL SECURITY	\$ 63,947.00	\$ 26,321.18	\$ 37,625.82	58.84%
25-1-51005	GROUP HEALTH INSURANCE	\$ 219,930.00	\$ 59,098.77	\$ 160,831.23	73.13%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,363.00	\$ 5,838.11	\$ 16,524.89	73.89%
25-1-51007	PERS	\$ 234,791.00	\$ 76,921.40	\$ 157,869.60	67.24%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 43,003.81	\$ (8,003.81)	-22.87%
25-1-51010	VOLUNTEERS	\$ 84,000.00	\$ 99,045.69	\$ (15,045.69)	-17.91%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 24,000.00	\$ 6,400.00	\$ 17,600.00	73.33%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ -	\$ 600.00	100.00%
<b>PAYROLL RELATED EXP</b>		<b>\$ 1,415,631.00</b>	<b>\$ 543,694.34</b>	<b>\$ 871,936.66</b>	<b>61.59%</b>
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 1,665.56	\$ 1,834.44	52.41%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 1,246.00	\$ 7,254.00	85.34%
25-1-61003	CONTRACT SERVICES	\$ 20,000.00	\$ 8,959.10	\$ 11,040.90	55.20%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 4,670.26	\$ 15,329.74	76.65%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 32.22	\$ 2,467.78	98.71%
25-1-61006	UTILITIES	\$ 40,000.00	\$ 10,118.16	\$ 29,881.84	74.70%
25-1-61007	ELECTION EXPENSES	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 20,000.00	\$ 9,535.88	\$ 10,464.12	52.32%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.25	\$ 49.75	99.50%
25-1-61011	ANNUAL AUDIT	\$ 9,000.00	\$ 9,250.00	\$ (250.00)	-2.78%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,000.00	\$ 1,542.50	\$ 1,457.50	48.58%
25-1-61013	RECRUITING EXPENSE	\$ 2,000.00	\$ 1,259.87	\$ 740.13	37.01%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 141.95	\$ 1,858.05	92.90%
25-1-61015	TRAINING EXPENSE	\$ 50,000.00	\$ 16,707.55	\$ 33,292.45	66.58%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 760.28	\$ 2,739.72	78.28%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 1,195.57	\$ 5,804.43	82.92%
25-1-61019	INSURANCE	\$ 68,000.00	\$ -	\$ 68,000.00	100.00%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 6,500.00	\$ 2,190.90	\$ 4,309.10	66.29%
25-1-61023	UNIFORM ALLOWANCE	\$ 8,000.00	\$ 3,171.19	\$ 4,828.81	60.36%
25-1-61024	FUELS AND LUBRICANTS	\$ 35,000.00	\$ 17,576.51	\$ 17,423.49	49.78%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 137.90	\$ 512.10	78.78%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 717.17	\$ 5,782.83	88.97%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ 2,255.00	\$ 12,745.00	84.97%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 234.00	\$ 9,766.00	97.66%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 40,000.00	\$ 3,343.38	\$ 36,656.62	91.64%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 46.54	\$ 6,453.46	99.28%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 6,500.00	\$ 2,385.62	\$ 4,114.38	63.30%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ 285.88	\$ 214.12	42.82%



Account Number	Description	Budget	End Bal	Available	% Available
25-1-61050	DISPATCH SERVICES	\$ 90,976.00	\$ 30,325.20	\$ 60,650.80	66.67%
25-1-61055	MEDICAL MEMBERSHIPS	\$ 5.00	\$ -	\$ 5.00	100.00%
25-1-61056	HEALTH AND WELFARE	\$ 12,000.00	\$ 3,948.89	\$ 8,051.11	67.09%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 14,150.69	\$ 25,849.31	64.62%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 170.71	\$ 329.29	65.86%
25-1-61063	GRANT EXPENDITURES	\$ 320,000.00	\$ 12,412.26	\$ 292,911.14	91.53%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 3,000.00	\$ 68.10	\$ 2,931.90	97.73%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 152.02	\$ 1,347.98	89.87%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ 1,269.95	\$ 230.05	15.34%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 65.98	\$ 1,434.02	95.60%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
	<b>MATL SUPP &amp; EXP</b>	<b>\$ 913,681.00</b>	<b>\$ 161,993.04</b>	<b>\$ 737,011.36</b>	<b>80.66%</b>
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ 6,729.00	\$ 13,271.00	66.36%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 45,000.00	\$ 484.00	\$ 4,123.06	9.16%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 999.00	\$ 9,001.00	90.01%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 755.32	\$ 7,744.68	91.11%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 6,000.00	\$ 2,031.03	\$ 3,968.97	66.15%
25-1-71015	HOSE REPLACEMENT	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 20,000.00	\$ 499.98	\$ 19,500.02	97.50%
25-1-71139	TRAINING EQUIPMENT	\$ 15,000.00	\$ 1,996.60	\$ 13,003.40	86.69%
	<b>CAPITAL OUTLAY</b>	<b>\$ 132,000.00</b>	<b>\$ 13,494.93</b>	<b>\$ 78,112.13</b>	<b>59.18%</b>
25-1-90001	CONTINGENCIES	\$ 106,788.00	\$ -	\$ 106,788.00	100.00%
	<b>CONTINGENCY</b>	<b>\$ 106,788.00</b>	<b>\$ -</b>	<b>\$ 106,788.00</b>	<b>100.00%</b>
25-5-92006	ENDING FUND BALANCE	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
	<b>UNAPPROPRIATED</b>	<b>\$ 700,000.00</b>	<b>\$ -</b>	<b>\$ 700,000.00</b>	<b>100.00%</b>
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 25,000.00	\$ -	\$ 25,000.00	100.00%
	<b>TRANSFER OUT</b>	<b>\$ 139,000.00</b>	<b>\$ -</b>	<b>\$ 139,000.00</b>	<b>100.00%</b>
25-1-93001	LEASE PRINCIPAL	\$ 52,135.00	\$ -	\$ 52,135.00	100.00%
25-1-93002	LEASE INTEREST	\$ 1,343.00	\$ -	\$ 1,343.00	100.00%
	<b>DEBT SERVICE</b>	<b>\$ 53,478.00</b>	<b>\$ -</b>	<b>\$ 53,478.00</b>	<b>100.00%</b>
<b>Expense Total</b>		<b>\$ 3,460,578.00</b>	<b>\$ 719,182.31</b>	<b>\$ 2,686,326.15</b>	<b>77.63%</b>

## BANK ACCOUNT BALANCE COMPARISON

<u>August 31, 2021</u>		<u>August 31, 2022</u>	
Columbia Bank Checking	\$ 167,860.96	Columbia Bank Checking	\$ 113,143.73
Columbia Bank MM	\$ 155,335.20	Columbia Bank MM	\$ 275,997.24
Local Gov't Pool	\$ 1,795,157.72	Local Gov't Pool	\$ 2,011,166.37
<b>Sub Total</b>	<b>\$ 2,118,353.88</b>	<b>Sub Total</b>	<b>\$ 2,400,307.34</b>
<b><i>OPERATING BUDGET AHEAD \$281,953.46</i></b>			

<u>September 30, 2021</u>		<u>September 30, 2022</u>	
Columbia Bank Checking	\$ 173,459.77	Columbia Bank Checking	\$ 344,575.24
Columbia Bank MM	\$ 157,792.96	Columbia Bank MM	\$ 280,839.37
Local Gov't Pool	\$ 1,650,432.33	Local Gov't Pool	\$ 1,587,115.49
<b>Sub Total</b>	<b>\$ 1,981,685.06</b>	<b>Sub Total</b>	<b>\$ 2,212,530.10</b>
<b><i>OPERATING BUDGET AHEAD \$230,845.04</i></b>			

<u>October 31, 2021</u>		<u>October 31, 2022</u>	
Columbia Bank Checking	\$ 226,882.35	Columbia Bank Checking	\$ 184,592.50
Columbia Bank MM	\$ 160,539.50	Columbia Bank MM	\$ 282,923.65
Local Gov't Pool	\$ 1,503,746.98	Local Gov't Pool	\$ 1,592,719.81
<b>Sub Total</b>	<b>\$ 1,891,168.83</b>	<b>Sub Total</b>	<b>\$ 2,060,235.96</b>
<b><i>OPERATING BUDGET AHEAD \$169,067.13</i></b>			